

**BOARD OF TRUSTEES**  
**Division of Public Works Retirement System**  
**Meeting Minutes**  
**January 31, 2017**

A meeting of the Board of Trustees, Public Works Retirement System was held at 11:30 a.m. on Tuesday, January 31, 2017, in the Large Conference Room located at 9 Riverside Street. BPW Commissioner Representative, Paul Bergeron presided.

**Trustees Present:** Ben Bausha, Employee Member  
Paul Bergeron, BPW Commissioner Representative  
Kathie Berube, Employee Member  
Michael O'Brien, Aldermanic Liaison

**Trustees Absent:** Frank Anderson, Mayoral Appointee

**Others in Attendance:** David Fredette, City Treasurer  
Mary Woods, Administrative Assistant

**Expected Visitors:**

None

**Minutes of the Meeting:**

The minutes of the December 15, 2016 meeting were presented for review and acceptance.

**MOTION BY:** Trustee, Michael O'Brien moved to accept, place on file, and approve the minutes of the December 15, 2016.

**SECONDED BY:** Trustee, Ben Bausha

**MOTION CARRIED:** Unanimously

**DISCUSSION:**

**Personnel:**

The resignation of Ms. Sonia Shahnaj was presented to the Trustees effective January 20, 2017, after .81 yrs. of service. She worked for the Engineering Department.

**MOTION BY:** Trustee, Kathie Berube moved to approve the resignation of Ms. Sonia Shahnaj.

**SECONDED BY:** Trustee, Ben Bausha

**MOTION CARRIED:** Unanimously

**DISCUSSION:**

**Old Business:**

Update to the Employee Handbook. Mr. Fredette will send them out to employees with a cover letter for them to be inserted into the handbook. He will also put the changes onto the website. Trustee Berube asked about receiving more handbooks and Trustee Bergeron thought those should be available as well in case employees cannot locate their previous copy. Mr. Fredette said there will be more printed.

There was a discussion on the COLA review. Mr. Fredette did an analysis on different groups of people and what percentage they retired at starting in FY98 and what the possibility would be to give an increase and to what groups. The Legal Department advised that this board does not have the authorization to do this on their own; it would have to be through an ordinance. Trustee Bergeron noted that there has not been a COLA in approximately 20 years. Mr. Fredette said it sounds like the board would like to do a COLA so we really need to discuss it. Trustee Bergeron said he would be in favor if it was decided to do this. Trustee O'Brien said if we look at the people that have been retired the longest and maybe we could set it up to be an automatic date possibility after 15 years. Trustee Berube wanted to know if this would go out to the members for a vote. Trustee Bergeron thought you could put it out to see what people think. Mr. Fredette will talk to the Legal Department about this.

**New Business:**

Approval of the current disbursement of funds for the period of December 1, 2016, thru December 31, 2016 in the amount of \$318,945.03 was presented to the Board. The Trustees reviewed the detail.

**MOTION BY:** Trustee, Paul Bergeron moved to approve the current disbursement of funds for the period of December 1, 2016, thru December 31, 2016 in the amount of \$318,945.03.

**SECONDED BY:** Trustee, Michael O'Brien

**MOTION CARRIED:** Unanimously

**DISCUSSION:**

Approval of the invoice from Hooker & Holcombe in the amount \$15,750 for actuarial services and Consulting Fees through 12/31/16.

**MOTION BY:** Trustee, Berube moved to approve the payment of \$15,750 to Hooker & Holcombe for Actuarial Services and Consulting Fees through 12/31/16.

**SECONDED BY:** Trustee, Michael O'Brien

**MOTION CARRIED:** Unanimously

**DISCUSSION:**

Trustee, Paul Bergeron thought they have been doing a great job. He thinks they do a good job of breaking down the information into layman's terms.

Mr. Fredette brought to the board's attention that there was an email request from Nashua resident, Mr. Teeboom for information pertaining to the State Pension and the Board of Public Works Pension. Mr. Fredette will forward the email with the answers to Mr. Teeboom's questions that he answered for him. This is all public information. Trustee O'Brien asked if we had to provide the names of the retirees. Mr. Fredette said that the names are considered public information and it is all tax dollars. Mr. Fredette said that The Right to Know Law in New Hampshire is very strict.

No need to swear in the new employee representative Ben Bausha because he has been previously sworn in. The Board welcomes Ben's continued service.

**Period for Public Comment:**

None

**Items by the Trustees:**

Trustee Berube wanted to thank Cindy Bielawski of the Treasurer's Office for her work on the Beneficiary Update given out to employees, she thought it was a great idea and many employees were happy to have that information.

Next meeting is set for Tuesday, March 7, 2017.

**MOTION TO ADJOURN:** Trustee, Kathie Berube moved to adjourn at 12:05pm.

**SECONDED BY:** Trustee, Ben Bausha

**MOTION CARRIED:** Unanimously

*Minutes Transcribed by: Mary Woods*